



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **EMERGENCY MANAGEMENT PROGRAM SPECIALIST** (Provisional* Appointment)

SALARY: \$58,330 - \$75,222 Annually

LOCATION: Monroe County Public Safety - Emergency Management

JOB SUMMARY:

This is a professional management position responsible for developing and writing local emergency response plans for all types of hazards that may occur in the community (earthquakes, fires, train accidents, nuclear attack, nuclear plant incident, natural or man-made disasters, etc.), implementing emergency response plans, grant administration, and producing illustrative, computerized documentation for the Department of Public Safety. The employee reports directly to and works under the general supervision of an administrator with wide leeway allowed for decision making and independent judgment. Must be available to work evenings, nights and weekends during emergencies. Supervision is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three (3) years of paid full-time or its part-time equivalent experience in an administrative** position with responsibility for emergency and/or public safety program planning, implementation and review, or developing and writing emergency response plans, either of which must be in a government agency, military establishment or private organization AND both of which shall have involved writing and the utilization of a computer ; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus five (5) years experience as described in (A) above; OR
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

* Administrative position must include responsibility for the direction and control of an identifiable organizational unit or program and must be demonstrated on the application.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

<p>Send Civil Service Application to: Monroe County Department of Human Resources 39 West Main Street - Room 210 Rochester, NY 14614-1471</p>
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Posting Deadline: April 29, 2013

*The term provisional means that you will be required to take the next Civil Service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer